

**Nebraska Information Technology Commission
Community Technology Fund 2001**

Application Form

Section I: General Information

A. Project Title: Technological Computer Lab
Name of Submitting Entity: John A. Stahl Library
Project Contact Information:
Name: Mary Jo Mack
Address: 330 No. Colfax, P.O. Box 258
City, State & Zip: West Point, NE 68788
Telephone: 402-372-3831
Fax: 402-372-5931
E-mail Address: sj42353@alltel.net

B. Certification For Request

I certify that to the best of my knowledge the information in this application is correct and that the application has been authorized by this entity to meet the obligations set forth in this application.

Authorized Signature:
Typed Name: Mary Jo Mack
Title: Library Director
Name of Entity: John A. Stahl Library
Date: February 12, 2001
Total State Funds Requested: \$21,543.20

Section II: Executive Summary

This grant application includes a proposal for the development of a computer lab in the John A. Stahl Library. This computer lab would feature the latest in computer technology including a much faster and more efficient means of accessing the internet. Seven computers would all be networked to a printer. The computer lab would be available for both individual and group use.

As an adjunct to the computer lab we also propose to publish the library's collection to the web.

Section III: Goals and Objectives

1. Due to the heavy usage of the library's public access computers we have a high demand for more computers for public use. One goal for this project is to help meet this demand by supplying more computers. These computers would be equipped with the latest in computer technology including switching from a shared 56K modem dial-up system to an internet service provider that offers a service with continual service and a vastly improved internet speed. This type of service has just recently become available to our community. This goal would offer computer technology to patrons who would otherwise be deprived of this technological advantage.

Another goal using technology would be to publish the library's collection to the web. At the present time with our 56K dial up system, this is an impossibility. Being connected to the better internet provider would make this goal easily attainable. This would allow the public with internet at home to have 24 hour/7 day access to our holdings and its availability. We have seen a demand for this service.

Goal three of this project is to have computers that would be available for group instruction and for workshops. Senior groups and "English as Second Language" classes have made requests for this type of service but we have not been equipped to offer this service. In addition to outside groups using the computer lab, the library would be able to give instructional workshops aimed at different groups of the public. We would instruct in basic computer skills, basic internet skills and also give lessons on how to use the information databases that are available at the library.

2. This project has a direct relationship to our technology plan. Which very simply states that we strive to provide the latest in computer technology to as many of the public as we are equipped to handle.

3. This project's objectives support the goals of the NITC and the priorities of the Community Technology Fund Guidelines in several ways. By having more computers for public use our library would meet several points of NITC's 1st goal. We would provide a telecommunication system that is reliable and efficient thus improving government efficiency and effectiveness. We would more than double our ability to allow citizen access to government information.

We would broaden educational opportunities by being able to host learning workshops for various groups. Also more of the public would be able to access the various medical and educational databases that are made available to libraries.

NITC #3 goal of encouraging the appropriate use of information technology in education and healthcare would also be met by this project. The public will have access to reliable and accurate information in the above mentioned fields. By having our collection online, the public (with internet access) would know what information our library would be able to provide.

CC – 1. We would provide public access to all citizens without bias. Various groups would be able to use the computer lab for workshops. One such group that has shown

interest in just such a project is the Hispanic population that is learning English. We would provide workshops that would meet some of their educational needs.

CC – 2. We strive to improve our internet capacities with this project including the upgrade of our bandwidth.

CC –3. We will continue to improve the staff's knowledge in the area of information technology.

Section IV: Scope and Objectives

1. Beneficiaries of this project would be all citizens with computer needs. We would also promote computer technology use by holding workshops for those with little or no computer knowledge.
2. Simply stated the expected outcome of this project is twofold. At the present, our public access computers are overbooked and we are unable to meet public demand. We have had to limit computer use to thirty minutes if there are people waiting for computers. This has been the cause of much frustration for patrons who are unable to finish a project in this time frame. With this project, we would be able to improve the public demand for computers. The second outcome for this project would be to provide updated information to the public regarding our collection and its availability.
3. The measurement and assessment methods would be the documentation of computer use. We would record classes or workshops that use the computer lab. At the end of a year, the Library Director will prepare a written report. This evaluation will be presented to the funding sources and to the Library's Board of Directors.
4. Significant assumptions relating to the project
 1. More people will have access to a computer for a variety of tasks.
 2. Internet speed will be a giant step forward from our present situation.
 3. Community access to the library's collection will benefit the public and would improve library circulation.
 4. Patrons would be able to attend workshops to learn computer skills
 5. Patrons will be able to benefit from the latest in medical and educational information.
 6. The high demand for the library's computers will be eased.

Section V: Project Justification

1. A cost analysis is not applicable to this project.
2. This computer lab project would have a huge impact for the library's patrons. Presently, we have four computers available to patrons for public use and we are

unable to meet public demand. Based on current trends, we see the demand for these computers to increase significantly in the near future. For many of our clientele, the library is their only means of having access to a computer and the resulting technology.

3. The impact of this new system will greatly ease our current computer problem. From 3:30 in the afternoon until closing time, we do not have enough computers for the number of patrons wanting to use computers. Due to this, we have a policy of a thirty minute time limit for computer use if there are people waiting to use the computers. This is very frustrating for the pupil trying to get an assignment done or for an adult unable to finish their computer task. More computers would ease this problem and we would not have to enforce a thirty minute policy.
4. One solution that was considered was simply adding more computers in the general area of the library. This plan has been discarded, as there is a community need for computers that could also be used for a workshop or for a teaching situation. If these computers were placed in the meeting room of the library these computers would serve a dual purpose.

If nothing is done and we are to remain status quo we will not be able to meet public demand. This is unacceptable. In many cases, the library is the only avenue open to some people who have a need to use a computer and the resulting computer technology. If we are unable to upgrade our internet speed we will have to continue with this slower means of internet use. Our patrons will continue to have to deal with computers that freeze up when there are too many users online at the same time. Also, we would be unable to publish our collection to the web as the current internet provider does not offer a fast enough service.

Section VI: Implementation

1. The project's sponsors will be the City of West Point, the John A. Stahl Library Director and the John A. Stahl Board of directors. The fiscal agent will be the City of West Point.
2. Define the roles. Mary Jo Mack, library director will coordinate the project. She will be responsible for submitting and maintaining the library information and collection to the web. She will publicize and promote the computer lab and the web aspect of the project.

The Library Board of Directors has been involved with the planning of the proposed lab. They will generally oversee the implementation of the project. Several members of the board have extensive computer knowledge and skills and their knowledge would be a plus for the project.

Frank Vrba from Computer Innovations, LLC, is the library's computer technical professional. He would be responsible for setting up the computer lab, for installing the new hardware, software and for networking the new computers to the present system. He would be responsible for any "glitches" that might arise.

The City of West Point would be the responsible financial agent, they would provide any matching funds that are needed, and supply funds for the ongoing support for this project. They would continue to pay staff salary and for staff training.

3. List major milestones and deliverables

- | | |
|--|--|
| 1 st month | Order computer, furniture, printer, software, et al. |
| 2 nd month | Install computers in library. Network computers to internet and printer. Make announcement to public regarding availability of new computers and lab. |
| 3 rd month | Start publicity. Begin promotion of computers and availability of computer lab. |
| 4 th month | Get the Library's collection published onto the web and establish the Library's web homepage.

Hold a variety of computer workshops—some for children, senior citizens, English as Second Language group, and classes demonstrating information databases. |
| 5 th through 11 th month | Continue to hold workshops. Continue to publicize and promote the computer lab. Library staff to continue with additional computer training. |
| 12 th month | Library Director will evaluate data and publish a report for funding groups and the Library's Board of Directors. |

4. The current library staff is familiar with computers and the software available on the library's computers. If new software is installed the staff will additional training as needed.
5. Maintenance and on-going support requirements, plans and provisions. The library director will oversee the maintenance of the computers. The computer technology person used by the library is available by phone should problems arise.

Section VII: Technical Impact

1. Describe the hardware, software and communications requirements for this project. The computers will be Pentium III 1.0GHz, 128 MB RAM, 20GB hard drive, 16MB 3DFX VooDoo 3000 video, 1.44MB disk drive, 52X CD-ROM with soundblaster 5;12, Microsoft keyboard, Microsoft Intellimouse, 3Com 10/100 ethernet, Altc Lansing speakers, Microsoft Windows 98, Norton Anti-Virus and 17" Optiquest Monitor. We will equip all computers with Fortress and Microsoft Works Suite 2000. Follett's WebCollection is the software that we require to publish our collection to the web. Also we plan to purchase a printer and Jet Direct to network with all the computers. The internet service provider that we hope to switch to would be CableOne. This provider offers the fastest computer service in our area. This provider is currently the only service that offers fast enough internet to interface with the Follett WebCollection. We feel that these products are tested and would work well with our project.
2. The rationale for determining the selection and appropriateness of the proposed technology components as compared to the needs of the users can be explained by stating that at the present time, our library is unable to meet user demand. The current Internet speed is also outdated and many times unable to keep up with user demand.
3. We will install fortress software to the new computers. This system has worked extremely well with our current public access computers. We are able to restrict patron use of administrative controls. We have also added measures to allow for future growth.
4. The key technologies that we will employ meet generally accepted industry standards.
5. At this time, we are not networking into any statewide infrastructure.

Section VIII: Risk Assessment

1. Participating partners have performed a risk assessment on this project.
2. Due to the fact that several parties were involved with the planning process, the risk to the project is minimal. If one person with a major role in the project would leave, the other participants would be able to step up and complete the remaining tasks.
3. The project proposes use of tested hardware and software. By using known brands and incorporating them into a system already up and running we see this as a strategy to minimize risk.

4. There is little chance of this project not being completed as proposed. This project has been planned by more than one person. We understand that if there are changes to be made that we would have to contact the NITC to have any changes approved.

Section IX: Financial Analysis and Budget

1. No wages submitted for this project.
2. No contractual expenses submitted.
3. Capital expenditures on a separate sheet.
4. Other operating expenses are on another sheet.
5. There will be a cash match of \$5385.80. This will be paid by the City of West Point, NE.
6. We are not submitting any in-kind match.
7. There are no other external funding sources.

Capital Expenditures

Hardware

7 computers @ \$1800.00	Total: 12,600.00
1 printer with Jet Direct for networking	750.00
firewall	2,000.00
modem	<u>300.00</u>
	15,650.00

Software

Follett WebCollection	1,200.00
Fortress (15 user license)	279.00
MicroSoft Works Suite 2000 (\$100.00 each)	<u>700.00</u>
	2,179.00

Network Costs

Electronically certified network cabling and testing	
And a new 16 port 10/100 hub	3,700.00

Other

Computer furniture and seating	4,200.00
--------------------------------	----------

Page Total

25,029.00

Operating Expenses

Cable internet service \$100.00 a month	1,200.00
--	----------

Page Total	1,200.00
-------------------	-----------------

Section IX: Financial Analysis and Budget (Required)

Provide the following financial information:

	CTF Grant Funding	Cash Match (5)	In-Kind Match (6)	Other Funding Sources (7)	Total
Personnel (1)					
Contractual Services					
• Design					
• Programming and Testing					
• Project management, evaluation, and quality assurance					
• Other (2)					
Capital expenditures (3)					
• Hardware Acquisition	10,264.20	5,385.80			
• Software Acquisition	2,179.00				
• Network costs	3,700.00				
• Other	4,200.00				
Other Costs					
Telecommunications	1,200.00				
Supplies and materials					
Other operating (4)					
Travel					
TOTAL	21,543.20	5,385.80			26,929.00

John A Stahl Library Board

Nina Kramer, president
130 So. Colfax
West Point, NE 68788
Phone 402-372-2225
Fax 402-372-5931

February 12, 2001

Office of the NITC
521 So. 14th St.
Lincoln, NE 68508

RE: Community Technology Fund 2001

This letter is to inform you that the John A. Stahl Library Board has been involved with the planning of the proposed computer lab for the John A. Stahl Library. The Board is committed to this project.

If funding for this project is granted from the NITC, the Library Board will oversee the implementation of the computer lab. The Board will work with Mary Jo Mack, library director, in seeing that the project is carried out as proposed in the grant application. The Board is committed to this project and will see that it is maintained as an ongoing project after the initial funding.

Thank you for your time in considering this project.

Sincerely,

Nina Kramer
Library board president
City of West Point
444 So. Main St.
P.O. Box 327
West Point, NE 68788

phone: 402-372-2466
fax: 402-372-2908

February 8, 2001

Office of the NITC
521 So. 14th St.
Lincoln, NE 38508

RE: Nebraska Information Technology Commission (NITC)
Community Technology Fund 2001

This letter is written to inform you that the John A. Stahl Library has and will continue to receive financial support from the City of West Point, NE.

Should the library be granted funds from the NITC, the City of West Point agrees to be the fiscal agent, will provide the 20% match and will continue to support the ongoing aspect of this project.

Sincerely,
City of West Point

LaVerne I. Ijames
City Administrator